

SharePoint Online Basic (Half-Day)

Code: SP-103

About this course

This course will provide students with the knowledge and skills to efficiently use SharePoint Online on a day-to-day basis. At the end of this course, students will be able to effectively navigate SharePoint Online capabilities.

Product:	Microsoft (Office) 365, SharePoint Online
Prerequisites:	Microsoft (Office) 365 Business or Enterprise Plan
Audience(s):	End Users/Site Owners with fundamental Microsoft Office proficiency
Language:	Speaker Thai / Presentation English & Thai
Time:	9:00-12:00 or 13:00-16:00 (3 hours)

Module



Module 1: Introduction to Microsoft 365 and SharePoint Online

Lessons:

- What is Microsoft 365?
- What is SharePoint Online?
- SharePoint Capabilities
- What is SharePoint Start page?
- Overview of Teams and SharePoint integration
- Collaborating with Teams, SharePoint, and OneDrive



Module 2: SharePoint Sites, Contents and Search

Lessons:

- What is SharePoint List?
- What is SharePoint Document library?
- Adding Files to a Library
- Co-authoring
- Versioning
- Restore deleted items from recycle bin
- Sync SharePoint files and folders
- SharePoint Views
- Pages, create a page
- Using web parts
- How to search for documents and content



Module 3: SharePoint Permission and Sharing

Lessons:

- Share a site
- Share files or folders
- Shareable links
- Stop sharing files or folders